

Message Text

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17

ACTION EA-09

INFO OCT-01 ISO-00 EB-07 /017 W
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R 190712Z AUG 76
FM AMEMBASSY TOKYO
TO USDOC WASHDC
INFO SECSTATE WASHDC 1705

UNCLAS TOKYO 12530

FOR OIM/WELCH

E.O. 11652: N/A
TAGS: BEXP, JA
SUBJECT: NOVEMBER LASER SEMINAR

REF: (A) USDOC 13278, (B) TOKYO 11089

1. PER PARA THREE REFTEL (A), AGREE - KEYNOTE SPEAKER WOULD MAKE TECHNICAL PRESENTATION NOT JUST WELCOMING REMARKS.
2. CABLED ABSTRACTS QUITE ACCEPTABLE IF SENT PROMPTLY. HOWEVER, SUMMARIES WILL ARRIVE TOO LATE TO PROPERLY USE IN PROMOTION ACTIVITIES; SUGGEST THEY BE ELIMINATED OR USED IN LIEU OF COMPLETE TEXT OF PRESENTATIONS IF NECESSARY.
3. PLEASE CONFIRM OIM WILL PRROVIDE PRINTED COPIES CITED PARA FIVE, REFTEL (B).
4. BUDGET PROPOSAL AS FOLLOWS (YEN290 EQUALS \$1.00):

A. SITE RENTAL (ISHIGAKI HALL) Y105,000 (\$362)
11/16-18/76, 1200 - 1700 HRS

B. TRANSLATION SERVICES

1) USING AGENTS, OTHER FIGURES
HONORARIUM Y20,000/SESSION X 3 Y60,000
LUNCHES Y30,000
Y90,000 (\$310)

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OR

2) INTERPRETER-SIMUL-CLASS A

Y40,000/3-HR SESSION X 3 Y180,000 (\$621)

1-DAY ORGANIZATION FEE-Y60,000

C. PERSONNEL

REGISTRATION CLERK Y4,000 X 30 Y120,000

RECEPTIONISTS (2) Y14,000 X 3 Y42,000

Y162,000 (\$559)

D. PRINTED MATERIALS

1) FLYER/REGISTRATION-10,000 Y115,000

2) ADMISSION TICKETS-800 Y23,000

3) RETURN TICKET POSTAGE- 600 Y50,000

4) ADDRESSING, STUFFING-1,000 Y12,000

5) SEMINAR PAPERS (USDOC) 0

Y200,000 (\$690)

E. CONTINGENCY Y60,000 (\$207)

TOTAL W/HONORARIUM.....Y617,000 (\$2,128)

TOTAL W/PRO INTERPRETER.....Y707,000 (\$2,438)

5. TICKET SALE INCOME ESTIMATES RANGE FROM Y500,000 TO
Y870,000 (\$1,724-3,000) WHICH DEPENDS ON NUMBER OF
INDIVIDUAL SESSION TICKETS SOLD VS THE NUMBER OF TOTAL
SESSION TICKETS SOLD AT 83 PERCENT OF TOTAL INDIVIDUAL
TICKET SALES INCOME (Y7,500 VS Y9,000). TC WILL HAVE
TO MAKE UP ANY SHORT-FALL IN TICKET EARNINGS.
SHOESMITH

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Message Attributes

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Margaret P. Grafeld
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